

**CONFIDENTIAL**

Reports 1-4-5

28 April 1965

**MEMORANDUM FOR: Deputy Director for Support**

(Meritism)

**Subject : HN [ ] Elimination of Inactive Records**

1. The response to HN [ ] Elimination of Inactive Records, was excellent. The most extensive results came from OCR. Here are the results as of 31 March 1965.

- a. Eliminated from offices by destruction or retirement .. 9485 cu. ft.
- b. Filing Equipment released ..... 238 pieces
- c. Records Control Schedules revised..... 14
- d. Records Control Schedules being revised..... 19

2. In addition to the above tangible benefits the following significant results were indirectly derived from this program:

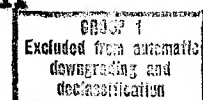
- a. For the third successive month the Records Center destroyed more records than it received. (Received Jan-Mar. 2836 cu. ft., destroyed 4290 cu. ft.)
- b. Offices generally were more receptive to the use of Shelf Files and other space saving filing equipment. One office, for example agreed to cancel a requisition for 45 file cabinets and use shelf filing.

3. The results from this special program to reduce records holdings are most encouraging. I believe, however, that more can be accomplished and I propose to do these things to achieve even greater results:

- a. Continue the program to have offices review Records Control Schedules with the objective of reducing retention periods.
- b. Inventory support records in [ ] and prepare Records Control Schedules. These schedules will then serve as the basis for the retention and disposal of similar support records throughout the world.
- c. Make intensive efforts to reduce the number of official and unofficial forms.
- d. Conduct a program to reduce the amount of paper created from reports and correspondence.

4. I will report to you in July, October and December, the results of our continuing efforts to reduce the accumulation of records holdings in Headquarters offices, field installations and the Records Center.

[ ]  
Chief, Records Administration Staff

**CONFIDENTIAL**

See 3-3-2a for back-up.